



Academies Enterprise Trust

**Job Description**

**Job Title: Minibus Driver**

**Location: Greenwood Academy**

**Hours of work: Zero Hour contract**

**Reports to: Principal**

**Purpose of the Role:**

To transport students by minibus on daily basis as required

**Responsibilities:**

- To drive the Academy's mini bus on a daily basis as required.
- To maintain daily safety/inspection checks of the minibus
- To ensure the safe transport to and from the academy of pupils and to be responsible for the safety of the children whilst on the minibus.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- All employees are expected to have a good understanding of the safeguarding of pupils.

**General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment Pay and Conditions.



2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Person Specification**

**Job Title: Minibus Driver**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Must hold a full category B car licence</li> <li>• Minimum age of 21</li> <li>• Held a licence for a minimum of 2 years</li> </ul>	Category D entitlement on licence.
<b>Skills</b>	Literacy	<ul style="list-style-type: none"> <li>• Basic reading skills</li> </ul>	
	Numeracy	<ul style="list-style-type: none"> <li>• Ability to count</li> </ul>	
	Written	<ul style="list-style-type: none"> <li>• Ability to complete basic forms</li> </ul>	
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange routine verbal information clearly</li> </ul>	
	Languages	<ul style="list-style-type: none"> <li>• Seek support to overcome communication barriers with children and adults</li> </ul>	
	Negotiating	<ul style="list-style-type: none"> <li>• Ability to follow instructions</li> </ul>	
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Understand the academy's behaviour management policy</li> </ul>	
	SEN	<ul style="list-style-type: none"> <li>• Understand and support the differences in children and adults and respond appropriately</li> </ul>	
	Health & Wellbeing	<ul style="list-style-type: none"> <li>• Understand and support the importance of physical and emotional wellbeing</li> </ul>	
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Understand the role of others working in and with the academy</li> </ul>	



<p><b>Responsibilities</b></p> <p><b>General</b></p>	<p>Relationships</p> <p>Team work</p> <p>Information</p> <p>Organisational skills</p> <p>Time Management</p> <p>Creativity</p> <p>Equalities</p> <p>Health &amp; Safety</p> <p>Child Protection</p> <p>Confidentiality/Data Protection</p> <p>CPD</p>	<ul style="list-style-type: none"><li>• Ability to establish rapport and respectful and trusting relationships with others</li><li>• Ability to work effectively with a range of adults</li><li>• Know when, how and with whom to share information</li><li>• Good organisational skills</li><li>• Ability to manage own time effectively</li><li>• Demonstrate ability to resolve routine problems independently</li><li>• Awareness of and commitment to equality</li><li>• Basic understanding of Health &amp; Safety</li><li>• Understand and implement child protection procedures</li><li>• Understand procedures and legislation relating to confidentiality</li><li>• Be prepared to develop and learn in the role</li></ul>	
<p><b>Special Requirements</b></p>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	

